

Procedures for Getting your Izin Belajar (Study Permit)

A study permit is a document that stated you are a student who is currently studying in Indonesia.

1

Fill the Application Form

You can find the form in our Website

Don't forget to print and sign it



2

Prepare your Documents

Put all the documents needed on a folder

Keep all of your documents (soft file and hard file)



3

Apply at IO

Come to our Office and we will help you out

Submit your documents (soft file and hard file)



4

It is done!

Collect your Document at the office. The process may take approximately 1 month

We will contact you once we receive the document from the corresponding Ministry



List of Documents

- Application Letter
- A copy of Passport (including VISA and Last Entry date)
- A Temporary Stay Permit Card (KITAS)
- Newest Academic Transcript
- A copy of your student card (KTM)
- A seal (Materai)



Please contact us 3 months before the expiry date

A study permit is one of the most important documents for your study. It takes some weeks to get a new study permit from the ministry. Being cautious about the expiry date of your study permit is essential to continue your study in Indonesia.

